



OPTICIANS OF MANITOBA

SUBJECT: MAINTENANCE OF COMPETENCY (MOC)

POLICY: The Opticians of Manitoba (OOM) believe that Opticians have a professional responsibility to demonstrate that they are engaged in lifelong learning and maintaining their competence.

SCOPE: The OOM is mandated by the Province of Manitoba Opticians Act to:

- develop, establish and maintain standards of academic or technical achievement and qualification required for registration as a member and monitor compliance with and enforce those standards;
- develop, establish and maintain a maintenance of competency program to maintain the competence of its members, promote high standards of knowledge and skill and to enhance the practice of Opticianry through a program that may provide for, but is not limited to:
 - § reviewing the professional competence of members,
 - § requiring members to participate in programs intended to ensure competence,
 - § conducting practice audits.
- promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.

In keeping with OOM bylaws and the Province of Manitoba Opticians' Act:

- all members are required to acquire a minimum number of credits of MOC education on an annual basis and in every three year cycle, in order to maintain their License to Practice,
- members can begin to accumulate MOC credits as soon as they become Licensed in Manitoba and it is the responsibility of each member to ensure they are in compliance with MOC requirements,
- inactive members must continue to maintain all MOC requirements,

This policy applies to all Licensed Opticians and Contact Lens Licensed Opticians in Manitoba.

PROCESS:

NOTICE TO MEMBERS

- The OOM Standards Committee will give notice in writing (**Appendix A**) to all licensed members, prior to the beginning of each new 3 year cycle, of the minimum number of credits that will be required in order to maintain their License to Practice. Further notice will be given from time to time of the number of credits to be assigned to each approved MOC program.
- An annual report of the number of MOC credits reported and approved will be issued to members by the OOM. At the end of each three year cycle members will also receive a report on the status of their credits. If a member has more credits than they require for that cycle, it is the member's responsibility to advise the OOM **in writing** if they wish to have the surplus 'banked' for the following cycle. Members are allowed to bank a maximum of 4 MOC credits to be carried forward to the next three year cycle.
- There will be a space on each yearly license renewal form to declare the number of credits that you have obtained in the last calendar year.

HOW TO EARN MOC CREDITS

- All MOC credits must be related to the maintenance of the member's standards of practice competence, i.e eye glasses and/or contact lenses.
- It is strongly recommended that Opticians complete one third (1/3) of the total number of credits required for the three year cycle, by August 31 of each year of the three year cycle, in order to avoid having to obtain credits required in order to be eligible for obtaining a license at the end of the third year of the cycle. PLEASE NOTE however that members who had failed to comply with MOC requirements at the end of the previous three year cycle, **will be required to complete one third of the total number of credits in each year of the next cycle.**
- Members are required to complete one third (1/3) of the total number of credits required for the three year cycle, by August 31 of each year of the three year cycle.
- A member must obtain 75% of their MOC credits from "Category A" activities and 25% from "Category B" activities (**Appendix B**). A maximum of 4 credits may be advanced to the next cycle.
- OOM Members may obtain MOC credits from:
 - attending Eyeglasses (EG) or Contact Lens(CL) related seminars, lectures , workshops or MOC modules,
 - attending Advanced Practice Courses: Opticians enrolled in Advanced Practice Year One, Advanced Practice Year Two Contact Lenses, and

Advanced Practice Year Two Sight Testing will be awarded 9 credits per year, divided between the Eyeglasses and CL categories, upon successful completion of the year of studies.

- participating in “Other” activities which may be used to supplement the total MOC requirements, subject to the minimum and maximum totals and the OOM policy for calculating credits in the “Other” category as described in **Appendix C**. “Other” activities may include:
 - relevant lectures or MOC modules having content that can be applied to the practice of opticianry e.g. St. John’s Ambulance, CPR, Management /Motivational Seminars etc.,
 - attending presentations sponsored by the OOM,
 - activities, which are not considered as an educational tool for the individual member but would be considered as a volunteer activity that enhances the practice of opticianry.
 - completing OAC education modules online, if the member is a member of the OAC. (**See Appendix D -“Steps for Logging Into the OAC Portal to Complete Online Con Ed”**).
- If a supplier, company, organization believes that there are courses, seminars or a learning module that should qualify for MOC credits they may submit a Request for Evaluation of Credits for a Proposed MOC Activity form (**Appendix E**) to the Registrar, and their request will be considered by the Standards Committee and they will be advised in writing of the Committee’s decision

FEES FOR MOC EVENTS

- Effective April 1, 2011, a \$25.00 fee will be charged to all Active members for attendance at events sponsored by the OOM.
- Effective April 1, 2011, a \$35.00 fee will be charged for all inactive members to attend lectures or seminars arranged by the OOM.
- OOM members who are members of the OAC are charged \$15.00 per module to complete OAC education programs online. OOM members who are OAC members, receive 4 free MOC monetary tokens at the beginning of each year from the OAC. The monetary value of these tokens is \$120.00 - \$240.00. The OAC enters the available tokens in a credit bank for the member who can then apply them towards the cost of completing online MOC credits offered by the OAC.

REPORTING REQUIREMENTS FOR MOC CREDITS

- Members who attend OOM sponsored MOC events will be required to hand in a completed Evaluation Form (**Appendix F**) at the registration table, at the

completion of the event, in order to receive their MOC credits for attending the event.

- Members must retain proof of MOC activities and are responsible for submitting details of events attended which are not provided by the OOM(using the Application for MOC Credits form (**Appendix G**), to the Registrar for approval by the Standards Committee, if they wish to receive credits for these events. If the sponsor of the event has provided attendees with an MOC certificate verifying the member's attendance, these can be submitted with the application form as verification. If a certificate has not been provided by the sponsor of the event, the verification of attendance section on the Application form **must** be signed by the sponsor, in order to be considered for MOC credits.
- An Application for Approval of "Other" MOC Credits (**Appendix H**) must be submitted to the Registrar and approved by the Standards Committee, before MOC credits can be awarded for the activities in the "Other" category.
- Although the OAC records a members credits earned for OAC education modules, OOM members are still required to submit a copy of their MOC certificate for each module ,so it can be entered in the OOM data base for the member, as proof of completion.
- Copies of MOC education certificates (**Appendix I**) will be provided to members at the conclusion of each event arranged by the OOM, and the member's credits will be entered by the OOM n the member's MOC file.

NOTICE TO MEMBERS WHO ARE NON COMPLIANT

- If a member is noncompliant at the end of a three year cycle, the member will:
 - receive a letter ,sent by registered mail, advising them of their non-compliant status at the beginning of October of the year following the end of the previous three year cycle and again at the end of December if by that date, they are still in non compliance status,
 - be provided with this grace period within which to bring themselves into compliance with MOC requirements. No further grace period will be allowed unless the member submits a letter in writing to the chair of the OOM Education Committee with a reasonable reason as to why they have been unable to achieve compliance and require an extension and receives approval from the Education Committee for the extension. The extension of the grace period will allow the member until March 1 of the year following the end of the three year cycle to achieve compliance.

Credits earned from September 1-March1 in the first year of the next three year cycle in order to bring the member into compliance in the previous three year cycle , cannot also be applied to the current/new three year cycle .

- If a member fails to achieve compliance by the end of the approved grace periods, the Education Committee may, in the absence of a reasonable excuse being provided by the member:
 - withdraw the member's License to Practice under the Opticians' Act,
- or**
- require the member to successfully complete a suitable examination of their skills and knowledge, at the member's expense.
- The Standards Committee must make their decision to either withdraw the member's License to Practice or require the member to complete an examination within 30 days following the compliance deadline.
 - The Standards Committee must forward a letter by registered mail to the member within 15 days after their decision has been made, advising him/her:
 - if the member's License to Practice is being withdrawn, the specific reasons and the date that the withdrawal becomes effective,
 - that in order to maintain their License to Practice ,the member is required to take an examination, at their own expense, to demonstrate their skills and knowledge ,which must be successfully completed within 30 days and that a copy of the examination results must be forwarded to the Standards Committee within 10 days of receiving them.
 - of their right to appeal the decision of the Standards Committee by submitting a letter to the OOM Council within 10 days of receiving the notification.

A copy of the notification letter must also be forwarded to the OOM Council.

METHOD OF REVIEW/APPEAL

- Any decision by the Standards Committee to withdraw a License to Practice may be appealed, in writing to the OOM Council.

PRACTICE AUDITS

The Standards Committee must facilitate annual practice audits utilizing internal or external resources through a random selection of the members each year.

REPORTING REQUIREMENTS

The annual report from the OOM Complaints Resolution Committee must include the following information for the year in respect of which the report is submitted:

- the number of practice audits conducted and the results of the audits;
- a description of the Maintenance of Competency program of the OOM and other methods used to maintain the competence of the members.

FREQUENTLY ASKED QUESTIONS (FOR WEBSITE/NEWSLETTER/ HANDOUTS /ETC.) Appendix J

APPENDIX A

ANNUAL NOTICE OF MAINTENANCE OF COMPETENCY (MOC) REQUIREMENTS

MEMBERS WITH AN OPTICIANS LICENSE

Members holding an Opticians License (including inactive members) who became licensed prior to September 1, of year one of the three year MOC cycle (e.g. 2013)

14 hours of MOC education credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice
- A minimum of 4 shall be accumulated for MOC education activities in contact lens practice.
- Of the total 14 hour requirement, a maximum of 6 credits may be substituted by an activity in the "Other" category (**Appendix C**)

Members holding an Opticians License who become licensed during the first year of the MOC education cycle – (eg. 2013)

10 hours of MOC education credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 3 credits shall be accumulated for MOC education activities in eyeglasses practice.
- A minimum of 3 credits shall be accumulated for MOC education activities in contact lens practice.
- Of the total 10 hour requirement a maximum of 4 credits may be substituted by an activity in the "Other" category (**Appendix C**)

Members holding an Opticians License who become licensed during the second year of

the MOC education cycle – (eg. 2014)

5 hours of MOC education credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 2 credits shall be accumulated for MOC education activities in eyeglasses practice.
- A minimum of 1 credit shall be accumulated for MOC education activities in contact lens practice.
- Of the total 5 hour requirement, a maximum of 2 credits may be substituted by an activity in the "Other" category (**Appendix C**)

Members holding an Opticians License who become licensed during the third year of the MOC education cycle – (eg. 2015)

0 hours of MOC education credits to be earned to the end of the current MOC education cycle. The optician will be expected to earn the full complement of credits during the next three-year MOC education cycle.

MEMBERS WITH A CONTACT LENS LICENSED OPTICIAN LICENSE

Members who are Contact Lens Licensed Opticians (including inactive members) who were licensed in contact lenses prior to September 1, of year one of the 3 year MOC cycle (e.g. 2013/14)

18 hours of MOC credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 8 shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 18 hour requirement a maximum of 6 credits may be substituted by an activity in the “Other” category (**Appendix C**)

Members who are Contact Lens Licensed Opticians and become Contact Lens Licensed Opticians during the first year of the three year MOC cycle – (eg. 2013/14)

16 hours of MOC education credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 6 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 16-hour requirement a maximum of 6 credits may be substituted by an activity in the ‘Other” category (**Appendix C**)

Members who are Contact Lens Licensed Opticians who become Contact Lens Licensed Opticians during the second year of the three year continuing education cycle – (eg. 2014/15)

15 hours of MOC credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 5 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 15-hour requirement a maximum of 6 credits may be substituted by an activity in the “Other” category (**Appendix C**)

Members who are Contact Lens Licensed Opticians and become Contact Lens Licensed Opticians during the third year of the three year MOC education cycle – (eg. 2014/15)

14 hours of MOC credits to be earned over a three-year MOC education cycle, to be comprised of:

- A minimum of 4 and a maximum of 8 credits shall be accumulated for MOC education activities in contact lens practice.
- A minimum of 4 and a maximum of 6 credits shall be accumulated for MOC education activities in eyeglasses practice.
- Of the total 14-hour requirement a maximum 6 credits may be substituted by an activity in the “Other” category credits. (**Appendix C**)



APPENDIX B

CATEGORY A

A member must obtain 75% of their MOC credits from activities organized and provided by the following list of providers:

- The Opticians of Manitoba
 - Including acting as a council member
 - Including teaching the Eyeglasses and Contact Lens Course
- Canadian and American National Opticians Associations
- Canadian and American Provincial or State Opticians Associations
- Provincial Regulated Health Professions Agencies, where the activity is accredited for their regulated members

CATEGORY B

A member may obtain the remaining 25% of their MOC credits by participating in the following activities:

- Activities having content that can be applied to the practice of opticianry
 - (e.g. First Aid Courses, CPR, Management Sessions)
- Medical Missions
- Publication of an article on opticianry
- Publication of a research paper related to opticianry
- Activity on a specific committee or volunteer for a committee related task
- In office presentations
- Supplier seminars not provided by agencies in Category A
- Attendance at the OOM AGM
- "Other" Activities - **Appendix C**

8/12/2010

APPENDIX C

OPTICIANS OF MANITOBA

“OTHER” MAINTENANCE OF COMPETENCY (MOC) CREDITS

Activity	Credit
Attendance at ODM/AGM	1 ‘other’ credit hour/year
Member of Council	2 ‘other’ credit hour/year
Practical Examination Examiner	2 credits/year in the category of the exam
Course Instructors	4 credits /year in the category they teach
Course Guest Lecturers	1 credit hour in the category they teach
Con Ed Preparation/Presentation	For the initial presentation, a minimum of 1 credit hour to a maximum of 4 credits in the category of the lecture material. 1 credit hour for each additional presentation. (For members who travel out of province to deliver a lecture they have previously given.)
Activity on a Specific Committee	As determined by the Standards Committee. A minimum of 1 credit hour to a maximum of 4 ‘other’ credits per year.
Volunteers for Related Tasks	As determined by the Standards Committee
Performing Vision Screening at an Elementary School	2 EG credits per session
Presenting at ‘Careers Day’ at a High	2 “other” credits

School	
Writing an Article on Opticianry	Apply to Standards Committee
Medical Missionary Work	4 EG credits/week of mission
Writing a Research Paper on Opticianry	Apply to Standards Committee
Supervision of 100 eyeglass fittings	1 EG credit hour per year
Supervision of 100 contact lens fittings	1 CL credit hour per year
Supervision of 600 dispensing hours	1 EG credit hour per year
Supervision of 250 contact lens hours	1 CL credit hour per year
There may be other events/activities that may qualify for MOC credits e.g. a general lecture by a supplier that is open to all opticians. It is therefore recommended that members send in an application for consideration for credits prior to attending the event to determine whether in fact it qualifies. A member providing a lecture to a group of employees at their place of employment which is not part of their employment responsibility may be eligible for credits in the "Other" category.	

8/12/2010

APPENDIX D

STEPS TO LOGGING INTO THE OPTICIANS OF CANADA (OAC) MEMBER PORTAL TO COMPLETE ONLINE MAINTENANCE OF COMPETENCY CREDITS

The following instructions will assist you in completing your continuing education online. By renewing or becoming a member of the OAC, you receive 4 free continuing education credits/tokens.

If you are a member of the OAC, you currently have 4 credits/tokens available in your credit bank towards choosing our online Con Ed modules (value is \$120.00-\$240.00). You must successfully complete the test associated with each module to obtain the con ed credits for that module. These credits/tokens will remain in your credit bank as long as your OAC membership is kept active or until you use the credits/tokens.)

- Go to www.opticians.ca
- Click on the Orange Members Login button
- Enter your personal email address as your Username
- Your password is:..... (If you wish to change your password, once Logged in, go to the Edit Profile link on the link bar at the top of the page)
- Once you are logged in, place your cursor over the word con ed on the toolbar at the top of the webpage and select "choose a module". Continue following the prompts. You can choose as many modules as you wish that equal the 4 credits/tokens in your credit bank. If you choose more than the 4 credits you have available, the site will ask you if you wish to purchase more credits, which you can also do online.
- Once you have chosen your modules, they will appear in your Academic History located under "Con Ed" on the toolbar at the top of the webpage. To read the article associated with the module, click on the module title in your Academic History. Once you are ready to attempt the test associated with the module, click on the yellow button located beside the module title and answer the questions. Once you have successfully completed a test (the yellow button will have turned green), a graduate icon will appear beside the green button. Click on the graduate icon and **print off your certificate to be submitted to your Provincial Regulatory Body.**

You will find the website very user friendly and you will be able to select your modules, complete your module exams and, upon successful completion of an exam, print your own continuing education certificate on line.

Your feedback is appreciated; please let us know about your experience on our site.

PLEASE NOTE:

- Continuing Education Credits can only be completed on-line.
- Your Academic History on the OAC Member Portal will keep track of the modules you have completed and purchased as long as your membership with the OAC remains active.
- The credits/points in your "Credit Bank" on the OAC Member Portal, whether purchased by you, or received free as a membership benefit, will remain in your "Credit Bank" as long as your membership with the OAC remains active.
- You need to send a copy of your certificates to the Opticians of Manitoba so that a hard copy can be saved in your permanent Optician file.

The more you browse around the Member Portal, the more comfortable you will become with its services!

If you require assistance, or have any questions or concerns, please call the OAC office at 1-800-847-3155.

We appreciate your feedback in helping to better serve our members.

memberservices@opticians.ca

8/12/2010

APPENDIX E

OPTICIANS OF MANITOBA
 REQUEST FOR EVALUATION OF CREDITS FOR A PROPOSED
 MAINTENANCE OF COMPETENCY ACTIVITY¹

1.	Host/Affiliated Company/Sponsor	
2.	Exact title of presentation	
3.	Name and title of speaker(s), <i>(please enclose a bio or CV specifying, professional designation, education and affiliation)</i>	
4.	Type of activity <i>(Live presentation, Distance learning, Scholastic)</i>	
5.	Date(s)	
6.	Length of time of actual presentation <i>(less than 45 minutes of actual presentation time, will not be accredited)</i>	
7.	Location(s) of presentation	
8.	Is this presentation available to all Opticians? <i>(If "no" this activity will not be accredited)</i>	
9.	Learning outcomes <i>(specific skills, activities or items of information which course attendees will be expected to incorporate into their professional duties)</i>	
10.	Level of knowledge and skill required for best benefits to participants <i>(i.e. entry-level / intermediate / advanced)</i>	
11.	Name and title of person submitting the form	
12.	Signature	

¹ Presentations provided by suppliers must have received prior approval from NACOR or the OOM in order to qualify for MOC credits. Presentations/lecture must be provided to a minimum of 10 opticians in order to qualify for MOC credits. An attendance list must be provided to the OOM by the supplier who has provided a presentation to opticians, in order for a lecture to be approved for MOC credits.

13.	Contact information <i>(telephone number, e-mail)</i>	
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PLEASE SUBMIT BY MAIL TO: REGISTRAR, OPTICIANS OF MANITOBA, SUITE 2706 - 83 GARRY STREET, WINNIPEG, MB R3C 4J9, IN ORDER TO RECEIVE YOUR MOC CREDITS .



APPENDIX F

OPTICIANS OF MANITOBA

MAINTENANCE OF COMPETENCY PRESENTATION EVALUATION FORM

***Note: This form does not need to be signed but in order for a participant to receive Maintenance of Competency credits for this presentation, a completed form must be handed in and checked off on the attendance record, at the end of the presentation.**

STANDARD: The Opticians of Manitoba believe that opticians have a professional responsibility to demonstrate that they are engaged in lifelong learning and ongoing maintenance of their competency.

Topic:

Objective(s):

Related to Opticians of Manitoba Standard of Practice - Maintenance of Competency

Date and Length of Program: Offered by (organization name)

Presenter (name and title)

For Participant Use

This education will meet my learning objective of:

Evaluation of the impact of this presentation on my practice:

Suggestions for future Maintenance of Competency Presentations



Additional Comments (use back of page if needed):

**APPLICATION FOR MAINTENANCE OF COMPETENCY (MOC) CREDITS
(Attach specific details as required)**

Member's Name _____

Member's License Number _____

Title of Lecture/Seminar/Workshop _____

Name of Lecturer _____

Duration of Lecture/Seminar/Workshop _____

Goal of Lecture/Seminar/Workshop _____

Outline of Lecture/Seminar/Workshop _____

Verification of Attendance

I hereby verify that _____ has attended the
lecture/seminar/workshop described above.

Signature _____

(MOC certificates are sufficient verification if the sponsor provides them.)

PLEASE SUBMIT BY MAIL TO: REGISTRAR, OPTICIANS OF MANITOBA, SUITE 2706 - 83 GARRY STREET, WINNIPEG, MB R3C 4J9, IN ORDER TO RECEIVE YOUR MOC CREDITS.

8/12/2010

**APPENDIX H
OPTICIANS OF MANITOBA
Application for Approval of "Other" Maintenance of Competency (MOC)
Credit
Hours**

(Attach specific details as required)

Member's Name _____

Member's License Number _____

Name of Activity _____

Activity	Details	Number of Credits
AGM Attendance	Yr.	
Member of Council	Yr.	
Practical Examination Examiner	Yr.	
Course Instructor	Yr.	
Course Guest Lecturer	Yr.	
Con Ed Preparation	Topic	
Con Ed Presentation	Topic	
Activity on Specific Committee	Committee Name & Date	
Volunteer for Task related to Opticianry	Name of Task & Date	
Performing Vision Screening at an Elementary School	Name of School & Date	
Presenting at 'Careers Day' at a High School	Name of School & Date	
Writing an Article on Opticianry	Name of Article	
Medical Missionary Work	Location and length	
Writing a Research paper on Opticianry	Title	
Supervision of 100 contact lens fittings	Name of Student & Date	

Supervision of 100 eyeglass fittings	Name of Student & Date	
Supervision of 600 dispensing hours	Name of Student & Date	
Supervision of 250 contact lens hours	Name of Student & Date	

PLEASE SUBMIT BY MAIL TO: REGISTRAR, OPTICIANS OF MANITOBA, SUITE 2706-83 GARRY STREET, WINNIPEG, MB R3C 4J9 IN ORDER TO RECEIVE YOUR MOC CREDITS.



APPENDIX I

**OPTICIANS OF MANITOBA
MAINTENANCE OF COMPETENCY (MOC) EDUCATION
CERTIFICATE**

COURSE TITLE:

CREDIT VALUE

NAME OF OPTICIAN PARTICIPANT

LICENSE NUMBER

ADDRESS

COMPLETION VERIFICATION _____ DATE:

(Signature of Registrar)

(3 copy form: one for regulatory body-OOM, two for optician participant, one of which is for presenter if presenter requires a copy)

8/12/2010



APPENDIX J

OPTICIANS OF MANITOBA MAINTENANCE OF COMPETENCY (MOC) PROGRAM

FREQUENTLY ASKED QUESTIONS

Q. Why is this required?

A. The Council of the Opticians of Manitoba is mandated under its bylaws and the Province of Manitoba Opticians Act to establish a Maintenance of Competency program to ensure that members maintain their competence and to enhance the practice of opticianry. The program provides for, but is not limited to:

- Reviewing the professional competence of members
- Requiring members to participate in programs intended to ensure competence
- conducting practice audits.

Under the OOM Bylaws and the Optician's Act:

All members are required to acquire a minimum number of MOC /continuing education credits on an annual basis and in every 3 year cycle, in order to maintain their License to Practice.

Q. What must I do to demonstrate satisfactory participation?

A. You must demonstrate that you are in compliance with the maintenance of competency requirements for each 3 year cycle, whether you have an active or an inactive License to Practice. Prior to the beginning of each 3 year cycle you will be notified in writing of the minimum number of credits that will be required for you to maintain your License to Practice. A report of the number of credits that you have reported and have been approved is available to you at any time by logging onto the OOM members' portal of the OOM website or by contacting the OOM.

You are required to submit proof of attendance at events that qualify for MOC credits and copies of all certificates received, following successful completion of online MOC modules, to the OOM so that they can be entered into your MOC credit record. Members are also responsible for advising the OOM **in writing** if they wish to have surplus credits for any year in the 3 year cycle banked for the following cycle. Members are allowed to bank a maximum of 4 MOC credits to be carried forward to the next three year cycle.

Q. What do I have to do if I move in to Manitoba from another province?

A. You will be required to provide the OOM with a Letter of Good Standing from the regulatory body in the jurisdiction where you are currently licensed. The letter must include your MOC status.

Q. Is membership in the Opticians of Manitoba (OOM) a requirement to participate in the MOC Program?

A. Only active and inactive members of the OOM and Opticinary students registered with the OOM may attend MOC events sponsored by the OOM.

Q. How can I get more info about the MOC Program?

A. You can obtain more information on the OOM website www.opticiansofmanitoba.ca or by calling the OOM office at (204) 982-6060.

Q. How do I report earned MOC credits?

A. If you attend OOM sponsored MOC events, you will obtain a copy of your MOC credit certificate when you hand in your evaluation form at the end of the presentation. The OOM staff will enter those credits for you into your credit bank.

If you attend MOC events which are not sponsored by the OOM, you are responsible for submitting your certificates to the OOM so that they can be entered into your credit bank. If you successfully complete online MOC modules, you are responsible for sending a copy of the certificate which you will receive on line, to the OOM so that a hard copy can be placed on your permanent optician file

Q. How many credits am I supposed to accrue in each MOC 3 year cycle?

A. Go to the Opticians of Manitoba website www.opticiansofmanitoba.ca and select the Opticians of Manitoba Maintenance of Competency Policy. Appendix A on page 6 of the policy includes all of the specific MOC requirements for a three year cycle.

Q. What information am I required to provide to the OOM regarding my MOC activities?

A. You are responsible for sending all of your certificates for non OOM sponsored MOC events to the OOM throughout each 3 year cycle.

Q. What must I declare when my MOC cycle is completed?

A. If you have been submitting your certificates to the OOM throughout the cycle, all of your MOC credits will be in your credit bank. If not and you have not met all the requirements, you will receive a letter at the end of the cycle, letting you know what additional requirements you must complete by the deadline, in order to maintain your license.

Q. Are there any exemptions to mandated MOC requirements if I am retired or semi-retired?

A. If you are retired but want to maintain your inactive license, you are required to complete the same MOC requirements as the members who have an active license.

Q. How do I log into the Opticians of Manitoba website to find out how many MOC credits I have in my bank?

A. The OOM website allows you access to a special bulletin board of information available to OOM members only and allows you to view your MOC history, such as MOC events you have attended in Manitoba and online MOC modules you have done through the OAC (if applicable).

TO LOGIN to the OOM website:

1. Go to www.opticiansofmanitoba.ca
2. Click on the word Login located beside the Bison and Search area at the top right of this webpage.
3. Enter your login information that is on file at the OOM office. (see above)
4. Click on the "Submit" button. You should now be logged in.
5. Click on "Members" then "CE Credits". Because you are logged in, your own information will be displayed.

If you have any questions about information on the OOM website, contact the OOM office at 982-6060 or oom@opticians.ca

Q. How do I log into the OAC website if I am an OAC member and want to do their online MOC modules?

A. By renewing or becoming a member of the OAC, you receive 4 free MOC monetary/tokens worth \$120.00-\$240.00.

Your free monetary tokens have been added to your online credit bank towards choosing OAC online MOC Modules. You must successfully complete the test associated with each module to obtain the MOC credits for that module. (These tokens

will remain in your credit bank as long as your OAC membership is kept active or until you use them.)

- Go to www.opticians.ca
- Click on the Orange Members Login button
- Enter your personal email address in the Username space (this must be the email address we have on file at the OAC office)
- Enter your password in the space provided (If you wish to change your password, once logged in, go to the Edit Profile link on the link bar at the top of the page)
- Once you are logged in, place your cursor over the word Con Ed on the toolbar at the top of the webpage and select “choose a module”. Here you will find our list of online Con Ed modules. To choose a module, click on the shopping cart icon located beside the module title and date. Continue shopping for more modules, or checkout once you have chosen all of your modules.

You can choose as many modules as you wish, with tokens that equal the number of tokens in your token bank. If you choose more than the number of tokens you have available, the site will ask you if you wish to purchase more tokens, which you can also do online. Example: If you have 4 tokens in your bank, you may choose any number of modules that equal 4 tokens , such as 4 modules worth 1 token each, or 2 modules worth 2 tokens each etc.

- Once you have chosen your modules and checked out, they will appear in your Academic History located under “Con Ed” on the toolbar at the top of the webpage. To read the article associated with the module, click on the module title in your Academic History. Once you are ready to attempt the test associated with the module, click on the yellow button located beside the module title and answer the questions. Once you have successfully completed a test (the yellow button will have turned green), a graduate icon will appear beside the green button. Click on the graduate icon and print off your certificate to be submitted to your Provincial Regulatory Body.

You will find the website very user friendly and you will be able to select your modules, complete your module exams and, upon successful completion of an exam, print your own MOC certificate on line.

Please Note:

- **MOC Credits can only be completed on-line.**

- Your academic history on the OAC member portal will keep track of the modules you have completed and purchases as long as your membership with the OAC remains active.
- The monetary tokens in your bank on the OAC portal whether purchased by you, or received free as a membership benefit, will remain in your bank as long as your membership with the OAC remains active.
- You need to send a copy of your certificates to the Opticians of Manitoba so that a hard copy can be saved in your permanent optician file
- The more you browse around the member portal, the more comfortable you will become with its services.

If you are unsure of the email address or password we have on file for you to login, please call the OAC office at 1-800-847-3155 or email canada@opticians.ca 6/19/2013